

Providing Business Solutions for Idaho State Government

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For specific ways to assist your
agency in controlling management
costs, visit us at:

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Administrative Rules: Centralizes access to all agency rules, provides training in the rule-making process. Assures consistent use of standardized format, style, and numbering. **Dennis Stevenson, 332-1822, dennis.stevenson@adm.idaho.gov**

Copy Center: Provides black and white and color copy and binding services, workshops, and assistance in the procurement of printed material. **Val Petersen or Kay Martinson, 332-1941, val.petersen@adm.idaho.gov**

Design and Construction: Develops budgets, oversees architect/engineer selection, technical review of plans, supervises bidding process, administers projects, roofing and asbestos abatement programs. **Jan Frew, 332-1912, jan.frew@adm.idaho.gov**

Facilities Management and Leasing: Property management for various state-owned buildings and grounds, prepares RFP's for and negotiates state office leases, manages Capitol Mall parking and security programs. **Ric Johnston, 332-1937, ric.johnston@adm.idaho.gov**

Federal Surplus Property: Assists US General Services in donation of property to state, local government, and eligible non-profit entities. **Bruce Hutchinson, 334-3477, bruce.hutchinson@adm.idaho.gov**

Group Insurance: Administers employee group insurance programs including medical, dental, life, integrated behavioral health, and disability coverages. **Cindy Dickinson, 332-1861, cindy.dickinson@adm.idaho.gov**

Industrial Special Indemnity Fund: Adjudicates total and permanent disability claims/benefits, resulting from "second injury" in the workplace. **Ted Roper, 332-1836, ted.roper@adm.idaho.gov**

Information Technology Resource Management Council Staff: Supports Council directives and policies to improve statewide use of information technologies for efficient delivery of government services. **Rich Elwood, 332-1875, rich.elwood@adm.idaho.gov**

Network Services: Coordinates statewide data network including Internet access, technical maintenance of the state's Internet Portal, **idaho.gov**, interagency electronic mail, provides wide area, local area networks, web page development assistance, and support to small agencies. **DOA Help Desk, 332-1850**

Postal Services: Picks up, delivers U.S. Mail, and ground/air express, presorts, folds, inserts certified and registered mail, bar-codes and provides metering services. **Kathy Uhling, 332-1950, kathy.uhling@adm.idaho.gov**

Public Safety Communications Services: Designs, installs, and maintains the state's public safety microwave system, radio repeaters, and mobile radios. **Lex Rutter, 288-4001, lex.rutter@adm.idaho.gov**

Purchasing: Provides training, support to agencies in purchasing requirements through lease/purchase of goods, services, parts, supplies, equipment. **Lyle Gessford, 327-7115, lyle.gessford@adm.idaho.gov**

Records Management: Provides record storage, file delivery, archival microfilming services; coordinates workshops regarding records management procedures; destroys outdated, nonessential records. **Duane Bogstie, 327-7060, duane.bogstie@adm.idaho.gov**

Risk Management: Property, casualty insurance, claim settlements, safety/loss control. **Kit Coffin, 332-1871, kit.coffin@adm.idaho.gov**

Telephone Services: Installs/configures telephone lines, systems & services. Administers service contracts: state wide long distance calling, calling cards, 800 inWATS, audio conferencing, payphones, cellular. **Cheryl Dearborn, 332-1845, cheryl.dearborn@adm.idaho.gov**

Agency Energy Conservation: Capitol Mall Energy Savings Performance Contract, **Jim Szatkowski, 332-1905, jim.szatkowski@adm.idaho.gov** (12/05)

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... services to their governmental agencies"